

Per-18

ROUTING AND RECORD SHEET



SUBJECT: (Optional)

Meeting on TEAMS

FROM:

SA/CD/FBIS

EXTENSION

NO.

FBIS-0162-88

DATE

8 Jul 88

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Training Officer/DS&T
2. Room 6E40 Headquarters
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

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FBIS-0162-88
8 Jul 88

MEMORANDUM FOR: Training Officer
Career Development Staff, DS&T

FROM:
Special Assistant for Career Development, FBIS

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SUBJECT: Meeting on TEAMS

REFERENCE: Your Memo, DS&T-0549-88, dtd 5 Jul 88, Same Subject

1. FBIS is only on the threshold of preparing for TEAMS. At this writing we are still using paper 73's. visited FBIS on 7 July and briefed the FBIS Training Officer, the other career development officers, and those individuals within the groups responsible for administering training, in the use of the automated 73's. Before we can proceed further, our Training Officer requires further briefing and guidance on creating electronic files. She will arrange for this sometime within the next month, after which we expect to begin using the system.

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2. Problems we perceive involve limitations on numbers of Delta Data terminals and available personnel to input into the system. As it is now, individual employees cannot use the system because there are not enough terminals. Thus, the inputting task falls to certain individuals within the Groups who have responsibility for administering training. These people have other responsibilities as well, and the added tasks will create a strain. This is especially true with regard to the need to disseminate electronic bulletins and catalogs if paper versions will no longer be available. Until/unless all employees get their own terminals, such materials will have to be printed and photocopied for dissemination.

3. We note in your ref memo a mention of a WANG link-up. If this is possible, it would be greatly helpful to us as it would give much broader access. FBIS is also phasing in its own in-house automation system. We will investigate whether or not TEAMS can be made compatible with this.

4. We strongly urge continued dissemination of paper copies of bulletins and catalogs for the foreseeable future. For some time, we will not be able to disseminate these materials widely enough electronically.

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5. We have not yet brought management into any decisionmaking because until 7 July we did not have enough information to pass along to them. We do expect, however, to have briefed some representatives of FBIS management before the 18 July training officers meeting, and we may have some feedback to report at the meeting.

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DS&T/FBIS/SA/CD/ [] (8 Jul 88)

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Distribution:

- Orig - DS&T/CDS/TO
- 1 - SA/CD
- 1 - SA/CD/TO
- 1 - SA/CD Chrono
- 1 - Registry

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